



DC STARS Training Calendar

Training sessions and workshops

DC STARS Overview

DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.



DC STARS Training Calendar

Scheduling Work Session

Description **Required for all secondary schools that use courses and schedule their students. Principals are required to attend and should bring the school master scheduler (if the master scheduler is not the principal).** The work session will guide the principal and school master scheduler in building the school's master schedule for the SY 2009/2010 and progress through the scheduling of students. Completion of student course selections is required prior to this work session. This work session is very targeted and each session is scheduled for 3 half days from 2 to 6 PM to minimize your time away from your school.

Targeted Audience Principal, School Master Scheduler (not the principal) and optionally a third person.

Location 825, 5th Floor Computer Lab

Time Half Day 9 AM to 1 PM

Half Day 2 PM to 6 PM

Senior Processing and SHS Grade Promotion *(This work must be completed before Year End Transition.)*

Description This course provides the key steps to document and process graduating students in DC STARS. You will learn how to document the student's graduation information. You will also be provided a list of students being promoted to the next grade level. The Pre-Transition List must be checked against the promotion list for accuracy. This work must be completed before Year End Transition in the beginning of July.

Targeted Audience SHS Counselors and/or Data Entry Personnel

Location - 825, 5th floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM sessions 1 PM to 4 PM

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STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar June 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	6/1	6/2	6/3	6/4	6/5
825 5th floor	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	STARS Overview AM	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations
All Days	6/8	6/9	6/10	6/11	6/12
825 5th floor	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations
All Days	6/15	6/16	6/17	6/18	6/19
825 5th floor	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Student Info Manager AM	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations
All Days	6/22	6/23	6/23	6/25	6/26
825 5th floor	Senior Processing AM	Senior Processing AM	Scheduling Work Session C2	Scheduling Work Session C3	
	Senior Processing PM	Senior Processing PM			
All Days	6/29	6/30			
825 5th floor					

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Version Date: 06/01/09



Scheduling Work Sessions

June 23rd	June 24th				
C2	C3				
Browne	Brightwood				
Francis	Brookland				
LaSalle	Burroughs				
Marshall	Emery				
Oyster/Adams	Langdon				
Sharpe-Health	Noyes				
Takoma	Raymond				
Walker-Jones	Shaed				
Webb/Wheatley	Truesdell				
West	Whittier				
Winston					



Training Registration Form

Instructions:

1. Fill in the information requested. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax your completed registration request to the training coordinator.
Fax #: [202-442-5728](tel:202-442-5728)

Training Participant:

First Name: _____ MI: _____ Last Name: _____

School Name: _____ School Code: _____

DCPS Email: _____ Phone Number: _____

Position at School: _____

I am a new user and will need a DC STARS login ID. Yes _____ No _____

(If yes, contact the DC STARS Help Desk at [202-442-5725](tel:202-442-5725) to request **DC STARS Overview** training.)

Class Requests:

The training coordinator will attempt to enroll you in your first choice. However, since registration requests will be processed on a first-come, first-serve basis, we ask that you supply us with alternate(s) to attend if your first choice is full.

Course Name			First Choice		Second Choice		Third Choice	
<i>Example:</i> <i>DC STARS Overview</i>	Date	AM/PM	<i>4/07</i>	<i>AM</i>	<i>4/07</i>	<i>PM</i>	<i>3/3</i>	<i>AM</i>
		Location		<i>825</i>		<i>825</i>		<i>825</i>
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						

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	Location			

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